



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## FACILITY ADMINISTRATOR

Job Number: 20001855

Job Code: 96750V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 06/16/2010

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises all administrative and/or program services for a state BH/DID or rehabilitation facility; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have five years of professional experience in public or business administration, hospital administration, rehabilitation administration or a related field.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in public, rehabilitation or business administration, health or a related field will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional experience in public or business administration, hospital or rehabilitation administration or a related field will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises, plans and coordinates a variety of institutional services in the operation of a state BH/DID or rehabilitation facility to include such units as business office, budget, personnel, food services/nutrition, maintenance, security and other supplementary services. Supervises the heads of the various units in regard to their operational needs and requirements. Participates in the revision or development of policies and procedures for the institution or for the rehabilitation facility's program services. Provides assistance in the coordination of all program services and administrative matters. Participates in the development of standards and methods of measurement of activities. Inspects buildings, facilities and other operations of the hospital or rehabilitation facility. Attends and participates in workshops and planning programs for medical or rehabilitation and administrative personnel. Meets with civic organizations, community leaders, officials and professionals for possible hospital or rehabilitation construction and/or support of the hospital or rehabilitation facilities. Directs and coordinates activities to meet state and federal requirements for licensure or accreditation. Provides assistance in the preparation of the budget for all units at the facility. Supervises the preparation and maintenance of operational and administrative records such as purchasing records, patient or consumer accounts, property control records, cost analysis reports, medical records, maintenance records and reports, audit accounts and other records and reports necessary for operation of the hospital or rehabilitation facility. Serves on committees as required.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in a medical, clinical or rehabilitation facility. May be exposed to disease and other hazards associated with the medical, psychiatric, or rehabilitation profession.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*